



Activity 10: Identify and Classify Skills

Directions: One study of employers found that most people who interviewed for jobs did not present the skills they had to do the work. This activity will help you learn to identify and categorize skills, which is important for writing resumes and interviewing.

One way to classify skills is into the following three categories: adaptive skills, transferable skills, and job-related skills. Using the definitions below, identify each listed skill as adaptive (A), transferable (T), or job-related (J).

DEFINITIONS

Adaptive skill: A personality trait or characteristic that you use every day to get along with people and succeed. These skills define who you are. They are also known as *good-worker traits*. Examples of adaptive skills include honesty, punctuality, and listening well.

Transferable skill: Abilities that you can use in different jobs; skills not confined to one field. For example, transferable skills include organization, speaking in front of people, and meeting deadlines.

Job-related skill: These skills are particular to a specific job. For instance, repairing brakes, using accounting software, and designing a building are all job-related skills.

SKILLS

- | | |
|--------------------------------|--|
| 1. Sensitivity ____ | 11. Teamwork ____ |
| 2. Money management ____ | 12. Following instructions ____ |
| 3. Problem solving ____ | 13. Building an engine ____ |
| 4. Tuning a piano ____ | 14. Staying calm ____ |
| 5. Enthusiasm ____ | 15. Handling several things at once ____ |
| 6. Communication ____ | 16. Good attendance ____ |
| 7. Diagnosing an illness ____ | 17. Good writing skills ____ |
| 8. Programming a computer ____ | 18. Using your hands ____ |
| 9. Being on time ____ | 19. Patience ____ |
| 10. Planning ahead ____ | 20. Using the Internet ____ |





Activity 11: Skill Search

Directions: Write three job titles of interest from the *Occupational Outlook Handbook*, a separate reference book. Review the job descriptions, especially the sections on Nature of the Work; Working Conditions; Training, Other Qualifications, and Advancement; and Job Outlook. Determine one adaptive skill, one transferable skill, and one job-related skill for each job. Refer to Activity 10 for definitions of these skills. Checkmark the specific skills you have or would like to have.

Job Title	Adaptive Skill	I Have	I Want	Transferable Skill	I Have	I Want	Job-Related Skill	I Have	I Want
1.									
2.									
3.									



Activity 12: Write a Help-Wanted Ad

Directions: Imagine that you are an employer. Write your own advertisement for a job opening. Choose a job that interests you. Use the *Occupational Outlook Handbook*, a separate reference book, to identify the skills and training needed. Include at least two adaptive, two transferable, and two job-related skills. Refer to Activity 10 for definitions of these skills. An example job description is provided.

Help Wanted

Seeking experienced jeweler to design and repair pieces of jewelry. Must have graduate jeweler diploma and 3 years' experience. Attention to detail, precision, and excellent customer service required. Must be punctual, honest, and patient. Will operate cash register, take special orders, and order supplies. Desire experience in stonemasonry, casting, and mold-making.

Help Wanted

Job Title _____

